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Ninth session
Midrand, South Africa
April/May 1996

INFORMATION FOR PARTICIPANTS

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1. DATE AND PLACE OF THE CONFERENCE

By its resolution A/RES/50/98 of 2 February 1996 the General Assembly welcomed the offer made by the Government of the Republic of South Africa to act as host to the ninth session of the United Nations Conference on Trade and Development and decided to convene the ninth session of the Conference at Midrand from 27 April to 11 May 1996, preceded by a one-day meeting of Senior Officials on 26 April 1996.

Both the Conference and Senior Officials Meeting will be held at the Gallagher Estate Conference and Exhibition Centre.

Address: Gallagher Estate Conference and Exhibition Centre
Richards Drive, Midrand
Johannesburg, South Africa

Telephone: (27-11) 883-27-73 / (27-11) 784-47-95
FAX: (27-11) 883-51-96 / (27-11) 784-47-96
E-mail: g_estate@is.co.za

2. PARTICIPATION IN THE CONFERENCE

Participation in the Conference shall be open to the following upon designation by, or invitation of, the Secretary-General of the Conference:

(a) Representatives of States members of the Conference;

(b) Representatives of organizations that have received a standing invitation from the General Assembly to participate in the sessions and the work of all international conferences convened under its auspices in the capacity of observers.

(c) Representatives of the specialized agencies and organizations institutionally linked to the United Nations;

(d) Representatives of intergovernmental organizations in consultative status with the Conference;

(e) Representatives of non-governmental organizations in consultative status with the Conference;

(f) Representatives of other interested intergovernmental and non-governmental organizations;

(g) Officials of the United Nations Secretariat;

(h) Other persons invited by the United Nations.

3. VISA REQUIREMENTS AND IMMUNITIES

(Please note that information is correct as at 1 Septemer 1995 and is subject to change.)

The secretariat has been informed that all South African missions have been authorized to issue visas on application. Member States in which South Africa does not as yet have representation, may obtain visa application forms from the South African Permanent Mission in Geneva.

Holders of official (including Laissez-passer) and diplomatic passports issued by the following member States are exempt from visas to visit South Africa:

Albania
Botwana
Comoros
Côte d'Ivoire
Croatia
Czech Republic
Egypt
Gabon
Germany
Hungary
Kenya
Lesotho
Liechtenstein
Mauritius
Morocco
Namibia
Paraguay
Poland
Republic of Korea
Seychelles
Slovakia
Slovenia
Swaziland
Switzerland
Tunisia
Turkey
United Kingdom of Great Britain and Northen Ireland

Holders of private passports issued by the following member States are exempt from visas to visit South Africa:

Andorra
Argentina
Australia
Austria
Bahrain
Barbados
Belgium
Belize
Benin
Bolivia
Botswana
Brazil
Canada
Cape Verde
Chile
Comoros
Congo
Costa Rica
Côte d'Ivoire
Cyprus
Czech Republic
Denmark
Ecuador
Egypt
El Salvador
Finland
France
Gabon
Germany
Greece
Guatemala
Guyana
Honduras
Hungary
Iceland
Ireland
Israel
Italy
Japan
Jordan
Kenya
Kuwait
Lesotho
Liechtenstein
Luxembourg
Madagascar
Malawi
Malaysia
Mali
Malta
Mauritius
Mexico
Monaco
Morocco
Namibia
Netherlands
New Zealand
Nicaragua
Norway
Oman
Panama
Paraguay
Peru
Poland
Portugal
Qatar
Republic of Korea
Saudi Arabia
Senegal
Seychelles
Singapore
Slovakia
Spain
Suriname
Swaziland
Sweden
Switzerland
Thailand
Tunisia
Turkey
United Arab Emirates
United Kingdom of Great Britain and Northen Ireland
United States of America
Uruguay
Venezuela
Zambia

All persons attending the Conference will enjoy the necessary privileges, immunities and facilities so as to exercise their functions independently.

4. HEALTH REQUIREMENTS

No international immunisation is needed when entering South Africa. The only inoculation requirement is a Yellow Fever vaccination certificate from travellers over one year of age, who will be entering South Africa within six days of leaving an infected country. Visitors who travel through or disembark in these areas, are advised to be inoculated against the disease before visiting South Africa. Malaria risks - predominantly in the malignant form P. Falciparum - exist throughout the year in certain areas of the country. Resistance to chloroquine has been reported. Recommended prophylaxis in areas: chloroquine plus proguanil. The specific areas that have a malaria risk are: Eastern Transvaal, Northern Natal, Northern Transvaal, Kalahari Gemsbok Park.

Bilharzia: There is a bilharzia risk when swimming in most of the rivers in South Africa.

Special note on drinking water: Tap water in South Africa is purified and 100% safe to drink.

5. CLIMATE AND CLOTHING

Despite regional differences, South Africa's climate is generally mild throughout the year. Snowfall is limited to the highest mountain peaks. South Africa is on the whole a dry country with a mean annual rainfall of 502mm. South Africa ranks high in the world as far as sunshine days are concerned.

Average maximum temperatures in the Johannesburg/Pretoria area range between 19-25° Celsius in April/May.

Due to the mild temperatures in South Africa, light cotton clothing is considered to be the most comfortable, although in April and May it is advisable to bring items of warmer clothing for the evenings. South Africans dress casually on most occasions and for visits to theatres and restaurants smart-casual dress is advised.

6. VOLTAGE

The electricity supply in South Africa is 220/230 volts AC 50Hz. US-made appliances may need a transformer. Adaptors for electric shavers and hairdryers are obtainable locally. South African plugs are a three/round pin 16 amp SABS 164 part one.

7. PERSONAL EFFECTS AND OTHER ARTICLES

Participants may bring all personal effects into South Africa without paying custom duties. Personal effects are understood to include: clothing, footwear, personal hygiene items, camera, video camera, laptop or notebook computer, basic office material, if required.

Delegates' luggage will be tagged so as to be easily identifiable.

8. CURRENCY

The monetary unit is the South African Rand (R) = 100 cents, with the international symbol ZAR. Bank notes are issued in denominations of R200, R100, R50, R20 and R10. Most major credit cards are accepted as well as travellers cheques in the principal currencies. Travellers' cheques and foreign currency notes of all major currencies can be exchanged at any commercial bank. American Express offices and most hotels have exchange facilities for their guests.

9. ACCOMMODATION

Accommodation at special rates has been reserved for UNCTAD IX at selected hotels in the areas surrounding the Gallagher Estate Conference and Exhibition Centre. **It is strongly advised that accommodation requirements are booked immediately.** The UNCTAD IX Co-ordination Office of Gallagher Estate Conference Centre will co-ordinate accommodation and car hire requests.

UNCTAD IX ACCOMMODATION
Attn: Ms. Tracey-Lee Dorny
International Marketing Manager
Gallagher Estate Conference and Exhibition Centre
P.O. Box 788 Northlands, 2116
Johannesburg, South Africa
FAX: (2711) 883-51-96
Telephone: (2711) 883-27-73
E-mail: g_estate@is.co.za

All participants shall bear the costs of their transportation and accommodation (including food, alcoholic and non-alcoholic beverages, telephone calls, room service, etc.).

10. ARRIVAL IN SOUTH AFRICA

Delegates must complete the attached questionnaire in order to get the database up to date and to coordinate the arrivals of delegates.

Upon arrival at Johannesburg International Airport, delegations will be met by representatives of the South African organizers for their transfer to the selected hotels. VIP facilities will be available for dignitaries. Luggage labels will be sent with the accommodation confirmation letters, which will enable a quicker clearance through customs.

The dates of arrival and departure and flight numbers of Heads of State or Government and Heads of Delegation should be communicated directly to the National Secretariat and to the UNCTAD Protocol Office at the Convention Centre.

This is in addition to the official notification to the secretariat of the Conference by governments/organizations of the composition of their delegations.

Ground personnel at the airport will be given special instructions to facilitate the reception of delegations on arrival and departure.

The National Secretariat for UNCTAD IX has designated at the Johannesburg International Airport a special area to receive and assist the participants with immigration and customs formalities. A special visa and customs service will be provided. Also, delegates will be welcomed and furnished with detailed information at the airport.

All delegations will be transported from the airport to their hotel by a shuttle bus service. There will also be an airport taxi service at their disposal.

Those who arrive by car and who have made hotel reservations should proceed directly to their hotels. Others should contact the National Information Desk at the Conference Centre.

The National Secretariat would appreciate it if all participants would use, in addition to any personal luggage labels, the UNCTAD IX luggage label provided containing the name, country or international organization they represent for easier identification of luggage at the airport, thereby facilitating the transportation of luggage to the hotels.

The National Secretariat would also appreciate it if each delegation arriving in a group would entrust the care of its luggage to one person so as to facilitate the identification of the luggage at the terminal. A special service will be organized for the transportation of the luggage to the places of accommodation.

11. LOCAL TRANSPORTATION

A shuttle service will be provided for commuting between the Conference Centre and the hotels. Information on the timetable of this service will be available at the Centre and the hotels.

Information on local public transport may be obtained at the Information Desk at the Conference Centre and at hotel reception desks.

In addition to public transport facilities, participants may avail themselves of city taxis, private cars with or without drivers, vans and buses available for hire upon request.

Tipping taxi drivers is not compulsory, but it is customary to give about 10 per cent of the amount of the taxi fare.

12. CAR PARKS

A number of parking places will be reserved for delegations and accredited press in the Conference Centre area.

Security stickers will be provided to participants with private vehicles upon registration at the Conference Centre.

13. CONFERENCE PREMISES

The conference premises of the Conference Centre consist of the Plenary Hall, Main Committee rooms, medium-sized meeting rooms, and small meeting rooms, a press briefing room and an Auditorium for special events.

14. ACCESS TO THE CONFERENCE CENTRE, REGISTRATION AND ACCREDITATION

In order to gain access to the Gallagher Estate Conference and Exhibition Centre, and to the conference premises, participants will be required to show their identity badges. To obtain this badge, which shall be carried at all times, participants should register as soon as possible after their arrival in Johannesburg at the Registration Desk in the Conference Centre. A temporary pass will be issued to participants at the airport to facilitate initial access to the Centre

Registration will take place daily as of 24 April 1996, from 9 a.m. to 6 p.m. at the Conference Centre. Participants must produce their passports when registering. Registration of the press will begin at the Conference Centre as from 23 April 1996.

For purposes of formal accreditation and the preparation of the official list of participants in the Conference, the credentials of representatives and the names of alternate representatives and advisers of delegations should be communicated, in writing, to the Secretary-General of UNCTAD in Geneva (FAX: (41-22) 907-00-56). As from 22 April 1996, communications should be addressed to the UNCTAD secretariat at the Gallagher Estate Conference and Exhibition Centre in South Africa (FAX: (27-11) 651-71-07 or 784-47-96, E-mail: g_estate@is.co.za.

The attention of Governments of States members of the Conference is drawn to rule 13 of the rules of procedure of the Conference, which provides that credentials of their representatives are to be issued either by the Head of State or Government or by the Minister of Foreign Affairs of the country concerned.

15. UNCTAD PROTOCOL OFFICE

The UNCTAD Protocol Office for the Conference will be located in the Conference Centre as from 19 April 1996. The functions of the Protocol Office of the UNCTAD secretariat are the following:

- to maintain, in co-operation with the Protocol of the South African National Secretariat, liaison between the Conference participants and the South African authorities and to examine questions of common interest;
- to advise on matters of protocol and precedence;
- to maintain a calendar of events and to assist delegations in coordinating the schedule of social functions in order to avoid overlapping.

16. NATIONAL SECRETARIAT

The Government of the Republic of South Africa has established a National Preparatory Committee for the Conference, which is responsible, in consultation with the Secretary-General of the Conference, for the administrative and personnel arrangements required for the functioning of the Conference.

The Executive Director of the Committee, Mr. André Jaquet, is the Advisor to the Minister of Foreign Affairs in charge of logistics of the Conference. He may be contacted at:

Department of Foreign Affairs
Private Bag X152
Pretoria 0001
FAX: (27-12) 351-16-51
Tel: (27-12) 351-10-00

The National Preparatory Committee will have an information desk in the Conference Centre.

17. DELEGATES' MAIL

Delegations are advised to have their personal mail addressed to their hotels. Any personal mail addressed to the Conference will be distributed by the Conference Registration Desk. To facilitate such distribution, participants are requested to arrange that such communications are clearly marked with:

(a) the name of the person, and
(b) the name of the delegation or international organization

and addressed as follows:

Ninth United Nations Conference on Trade and Development
Gallagher Estate Conference and Exhibition Centre
P.O. Box 3915, Midrand 1685
Johannesburg, South Africa

18. POSTAL, TELEPHONE, CABLE AND TELEX SERVICES

A post office service will be available at the Conference Centre for postal, cable and telex services. Sufficient telephones operated by both card or cash will be on site. A business centre will operate for delegates requiring secretarial services. All of the above services will be for each delegate's own account. Payment will be required by cash in ZAR.

19. FACILITIES FOR INFORMATION MEDIA

The facilities, which are available exclusively for accredited correspondents of the information media, include a Press Area on the middle floor of Office Park 2 at the Conference Centre. The area is fully equipped with typewriters, telephones, telex, closed-circuit television and documentation desk. A briefing room, lounge and bar will also be available. Facilities will also be available for radio and television broadcasts. Accreditation forms should be completed and sent to the Media Accreditation and Liaison Unit, Department of Public Information, United Nations - Room S-250, New York prior to 15 April 1996, or brought in person to the Press Accreditation Desk in the Conference Centre from 22 April 1996.

The function of the Conference Information Service is to help meet the needs of the information media. However, it is willing to assist government delegations in various ways, provided that staff and facilities are available and requests are made in adequate time, for example in:

- the convening of press conferences and briefings;
- the distribution of texts of statements and background material to accredited correspondents (provided that copies in sufficient numbers and appropriate languages are delivered in time to the Information Service by the delegations concerned);
- the announcement on the bulletin board in the Press Area of meetings to which accredited correspondents are invited;
- the conveying of important messages to individual accredited correspondents.

Delegations should address their requests to the Chief of the Information Service in the Press Area.

Copies of all press releases will be included among the documents distributed to delegations.

20. SEATING ARRANGEMENTS

In the Plenary Hall it will be possible to provide 6 seats for each member State, of which 3 at the table and 3 immediately behind. Additional seats for advisers will be available. Representatives of the specialized agencies and designated intergovernmental organizations and observers for non-governmental organizations will also be seated at the table, subject to space availability.

In the Main Committee rooms there will be 1 seat at the table and 1 behind for each member State. Seats will also be available for the representatives of the specialized agencies and designated intergovernmental organizations.

Delegations will be seated in the English alphabetical order, beginning with the country drawn by lot.

21. REQUESTS FOR MEETINGS

Within the limits of the space and services available, every effort will be made to accommodate groups of delegations which may wish to meet informally. Requests for such meetings should be made to the Events Programming Office at the Conference Centre.

22. INTERPRETATION

Simultaneous interpretation will be provided in Arabic, Chinese, English, French, Russian and Spanish for all official meetings.

Any representative may, in accordance with rule 71 of the rules of procedure of the Conference, make a speech in a language other than the above six languages. In this case, he shall himself provide, either interpretation services, or a written text of the speech in one of those six languages. Interpretation into the other five languages of the Conference may be based on the interpretation or translation supplied by the representative.

It would assist the interpreters if fifteen (15) copies of statements to be delivered in Plenary could be provided in advance to the Conference Room Officer.

23. SOUND RECORDINGS

Sound recordings will be made of the meetings of the Plenary in the original language. Delegations may, on a cost basis, obtain copies of recordings of statements they have made in public meetings. Enquiries should be addressed to the Events Programming Office.

24. ADMISSION OF THE PUBLIC TO MEETINGS

Meetings of the Conference and its main Committee(s) will be public, unless otherwise decided. There will be seats for the press and public in the Plenary.

Admission passes for visitors may be obtained on personal application to the Registration Desk.

25. DOCUMENTATION

The documentation of the Conference, which will be issued in Arabic, Chinese, English, French, Russian and Spanish, consists of:

(a) Pre-session documents which have been distributed to all member States before the opening of the Conference. All delegations should bring their copies with them, as in South Africa they will be entitled to receive only up to 5 complete sets of these documents in the language of their choice per delegation. Subsequent requests for copies will be met as long as stocks permit. A limited number of copies relevant to the agenda item under discussion will also be made available in the meeting room.

(b) In-session documents will, in accordance with instructions received from delegations, be distributed to them in the number of copies and the language of their choice through the respective "pick-up boxes" at the Documents Distribution Counter.

26 DISTRIBUTION OF STATEMENTS DELIVERED IN THE GENERAL DEBATE

Texts of statements delivered in the general debate which are remitted to the secretariat will be reproduced and distributed during the Conference in the language version(s) in which they are provided to the secretariat. There will be no facilities within the secretariat for typing, translation or reproduction in the other working or official languages of the Conference.

27. FIRST AID AND HEALTH SERVICE

An on-site clinic will provide all first aid facilities at the Conference Centre and will also include life support equipment such as cardiac monitor defibrilators. The medical staff provided are all trained and qualified in advanced life support procedures. Ambulance services will be on site, should transfer be required to the local crisis centres. Helicopter evacuation will also be on stand-by for delegates, should the need arise for an emergency transfer to the local crisis centre. All expenses incurred at hospitals, crisis centres, or other medical care will be for each delegates' own expense.

Medical services in South Africa are readily available. Doctors are listed under "Medical", hospitals under "H" in all telephone directories. Visitors are advised to secure medical cover in their medical insurance before arriving in South Africa. Major hotels have contracts with physicians and dentists. Visitors are advised to bring their own supplies of specialised medication which they may require. Medicine can be purchased at pharmacies. Emergency pharmacies remain open at night.

28. LOST PROPERTY

Enquiries regarding lost property should be addressed to the National Information Desk in the main hall of the Conference Centre.

29. TRAVEL SERVICES

Offices of the tourist and air travel agencies, located in the main hall of the Conference Centre, will assist delegations in making arrangements for local and international travel, and also for tours in South Africa.

Annex

UNCTAD IX DETAILS FORM

Please return to Mrs. Julie Bergsteed
Fax: (27-11) 883-51-96 or Tel: (27-11) 883-27-73

1. **PERSONAL DETAILS**

1.1 Country/Mission/Company: _____

1.2 Surname (Family name): _____

1.3 First name(s): _____

1.4 Designation/title: _____

1.5 Postal address: _____

_____

1.6 Telephone (Country code + number) _____

Fax no. (Country code + number) _____

1.7 Passport No._____ Expiry date:_____

1.8. Nationality: _____

1.9 Diplomatic/Standard passport _____

1.10 Languages spoken: _____

Blood type: _____

1.11 Special dietary request: _____

1.12 Person to contact in case of emergency: (Please give full residential address as well as telephone and FAX number plus codes

_____

_____

1.13 Please specify any medical conditions/allergies/treatment (i.e. Heads of State/Government)

_____

UNCTAD IX DETAILS FORM

2. **ARRIVAL**

2.1 Arrival Flight No. _____

2.2 Arrival date: _____

2.3 Arrival time: _____

2.4 Smoking Non smoking

2.5 Aircraft seating: _____

2.6 Do you require airport transfer: Yes / No

2.7 Do you require car hire: Yes / No

Starting date: _____ End date: _____

3. **DEPARTURE**

3.1 Departure flight number: _____

3.2 Departure date: _____

3.3 Departure time: _____

3.4 Smoking Non smoking

3.5 Aircraft seating: _____

3.6 Do you require airport transfer: Yes / No

4. **ACCOMMODATION**

4.1 Should accommodation be booked: Yes / No

4.2 How will you be paying: _____

5. **ARMS**

5.1 Will you be carrying arms? Yes / No

5.2 Type: _____

5.3 Number of rounds: _____

5.4 Registration number in country of origin: _____